Delegation of Approval Authority for Training

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Delegation of Approval Authority

- Exception to AR 690-400, Chapter 410 granted by PERSCOM memo 15 Oct 93, allows Commanders to delegate approval to line managers
- In line with National Performance Review powerdown philosophy
- Implemented through new DOD TRAIN system

Exceptions to Delegated Approval Authority

- Competitive Development Programs
- Academic Training Requested on a Program Basis
- Extended Resident University Programs

Delegated Approval Authority Responsibilities

- Approving Official responsible for assuring all items completed correctly on DD form 1556
- As with any procurement, training, must be approved IN ADVANCE of the course start date
- Verifying that appropriate budget officer has certified funds

Delegated Approval Authority Responsibilities

- Ensuring all employees considered fairly and equitable for training
- Ensuring schools or vendors that discriminate based upon race, color, religion, ethnicity, national origin, age,sex, martial or handicapping status are not used

Delegated Approval Authority Responsibilities

- Ensuing that training justification supports the organization's mission and performance goals
- Ensuing an obligated service agreement is signed for training in excess of 80 hours
- Ensuring training requests comply with applicable Labor-Management Agreements

Delegated Approval Authority Responsibilities

- Ensuring employee meets the prerequisites for requested training
- Ensuring employee attends and completes the training
- Ensuring that cancellations or substitutions reach the vendor in time to avoid unnecessary charges to the government

Delegated Approval Authority Responsibilities

- Ensuring employee and supervisor complete electronic (TRAIN) evaluations
- Ensuring copy of vendor info to include course description, cost and scheduling information is maintained in MARKS 690-410(j)

Areas of Concern

- Training solely to obtain academic degree prohibited unless part of a DA Competitive Development Opportunity
- Training can not be approved solely to qualify employee for promotion
- Training outside CONUS must be DA approved

Review of Primary Responsibilities

- Review and approve in accordance with law and regulation
- Ensure proper use of government funds
- Documentation of training actions